



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada

Government of Canada Building  
101 - 22nd Street East, Suite 110  
Saskatoon

Saskatchewan

S7K 0E1

Bid Fax: (306) 975-5397

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

### Proposal To: Public Works and Government Services Canada

We hereby offer to sell to Her Majesty the Queen in right  
of Canada, in accordance with the terms and conditions  
set out herein, referred to herein or attached hereto, the  
goods, services, and construction listed herein and on any  
attached sheets at the price(s) set out therefor.

### Proposition aux: Travaux Publics et Services Gouvernementaux Canada

Nous offrons par la présente de vendre à Sa Majesté la  
Reine du chef du Canada, aux conditions énoncées ou  
incluses par référence dans la présente et aux annexes  
ci-jointes, les biens, services et construction énumérés  
ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

### Comments - Commentaires

### Vendor/Firm Name and Address

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

### Issuing Office - Bureau de distribution

Public Works and Government Services Canada/Travaux  
publics et Services gouvernementaux Canada  
Harry Hays Building (HHB)  
Room 759, 220-4th Avenue SE  
Calgary  
Alberta  
T2G 4X3

<b>Title - Sujet</b> Harvest Grain Envelopes	
<b>Solicitation No. - N° de l'invitation</b> 5K003-192060/A	<b>Date</b> 2020-02-24
<b>Client Reference No. - N° de référence du client</b> 5K003-192060	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$CAL-142-7037	
<b>File No. - N° de dossier</b> CAL-9-42134 (142)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2020-04-07</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Central Standard Time CST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Blake, Luke J.	<b>Buyer Id - Id de l'acheteur</b> cal142
<b>Telephone No. - N° de téléphone</b> (403) 613-0725 ( )	<b>FAX No. - N° de FAX</b> (306) 975-5397
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> CANADIAN GRAIN COMMISSION B46-303 MAIN ST WINNIPEG Manitoba R3C3G8 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Statement of Work**

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

### **1.2 Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

### **1.3 Trade Agreements**

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

### **1.4 epost Connect service**

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2019-03-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### 2.2 Submission of Bids

Bids must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the bid solicitation:

**Bid Receiving Unit (BRU):** **Western Region – Saskatoon**

**Physical delivery address:** Bid Receiving Public Works and Government Services Canada  
Government of Canada Building  
101 22nd Street East, Suite 110  
Saskatoon, SK S7K 0E1

**epost Connect service email address:** [ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca](mailto:ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca)

**Note:** Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

**Bid facsimile number:** (306) 975-5397

### 2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 7 calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

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## 2.4 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Alberta.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

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## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

The bid must be gathered per section and separated as follows:

Section I: Technical Bid  
Section II: Financial Bid  
Section III: Certifications

If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid (1 hard copy)  
Section II: Financial Bid (1 hard copy)  
Section III: Certifications (1 hard copy)

If there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

If there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of hard copy of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

## **Section I: Technical Bid**

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

## **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment.

### **3.1.1 Electronic Payment of Invoices – Bid**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex “D” Electronic Payment Instruments, to identify which ones are accepted.

If Annex “D” Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

### **3.1.2 Exchange Rate Fluctuation**

C3011T (2013-11-06), Exchange Rate Fluctuation

## **Section III: Certifications**

Bidders must submit the certifications and additional information required under Part 5.



## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

- a) Ability to perform the full scope of the work as described in Annex "A"
- b) Provision of firm pricing for all items in Annex "B"
- c) Ability to meet all mandatory technical criteria in **Annex "C" Evaluation Criteria.**

#### **4.1.2 Financial Evaluation**

*SACC Manual* Clause [A0220T](#) (2014-06-26), Evaluation of Price

### **4.2 Basis of Selection – Mandatory Technical Criteria**

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

### 5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

### 5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

#### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

#### 5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

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### **5.2.3 Additional Certifications Precedent to Contract Award**

#### **5.2.3.1 Status and Availability of Resources**

*SACC Manual* Clause A3005T (2010-08-16) Status and Availability of Resources

## PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### 6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

### 6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the Contractor's technical bid dated \_\_\_\_\_.

### 6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

#### 6.3.1 General Conditions

[2010A](#) (2018-06-21), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

### 6.4 Term of Contract

#### 6.4.1 Period of the Contract

The period of the Contract is from date of Contract to 2021-04-30 inclusive.

#### 6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 15 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

#### 6.4.3 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "B" of the Contract.

### 6.5 Authorities

#### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Luke Blake

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Title: Procurement Specialist  
Public Services and Procurement Canada  
Procurement Branch

Address: Harry Hays Building Room 759  
220 4<sup>th</sup> Ave SE  
Calgary AB T2G 4X3

Telephone: 403-613-0725  
Facsimile: 306-975-5397  
E-mail address: luke.blake@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### 6.5.2 Project Authority

The Project Authority for the Contract is: *(to be determined)*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail address: \_\_\_\_\_

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 6.5.3 Contractor's Representative

*(to be completed by the bidder)*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail address: \_\_\_\_\_

## **6.6 Payment**

### **6.6.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in Annex B for a cost of \$\_\_\_\_\_TBD\_\_\_\_\_. Customs and duties are excluded and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

### **6.6.2 Multiple Payments**

SACC Manual clause H1001C (2008-05-12) Multiple Payments

### **6.6.3 Electronic Payment of Invoices – Contract**

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);

## **6.7 Invoicing Instructions**

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.  
OR
- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## **6.8 Certifications and Additional Information**

### **6.8.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

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## 6.9 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Alberta.

## 6.10 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions 2010A (2018-06-21), Goods (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*).

## 6.11 SACC Manual Clauses

B7500C (2006-06-16), Excess Goods  
G1005C (2006-01-28) Insurance – No Specific Requirement

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## **ANNEX "A"**

### **STATEMENT OF WORK**

#### **1. Scope**

##### **1.1 Title**

Harvest Sample Grain Envelopes

##### **1.2 Background**

Each year during harvest, the Canadian Grain Commission (CGC) conducts an annual Harvest Sample of the quality of the new season's grain. A total of approximately 60,000 grain envelopes are sent to producers and processors in both eastern and western Canada, with a request to fill them with grain of varying types and seed sizes and mail them back to the CGC. The Harvest Sample identifies potential problems in the crop and is an indicator of predominant grading factors, grade and variety distributions and protein levels. The samples are assessed for end-use quality and the results of the individual samples are shared with the producers of the grain. The overall quality data of the Sample is published and includes important information, which forms a vital aspect of marketing and potential sales of Canada's commodities in both domestic and foreign markets.

##### **1.3 Objectives of the Requirement**

The Canadian Grain Commission (CGC), Harvest Sample Program (HSP), requires the design, manufacture, printing, supply and delivery of 73,000 grain envelopes delivered by June 15, 2020. The period of the contract is for one (1) year, with an option to extend for an additional three (3) one-year periods. Order quantities are subject to change according to requirements for a particular crop year.

The Canadian Grain Commission (CGC), CGC Pulse Program, requires the design, manufacture, printing, supply and delivery of three (3) types of envelopes, with three separate barcode requirements for a total of 1,500 envelopes by June 15, 2020.

The contractor must have approval from Canada Post Corporation (CPC) to print the CPC next generation barcode for encoding, as per specifications 3575 version 10 in Appendix D (full version to be provided after contract award). CGC will provide graphic designs of the twenty (20) grain envelopes in PDF format to the contractor. The contractor must make the required design changes to the grain envelopes which includes the design of Canada Post barcode on each envelope type. Once the barcode is approved by CPC and the graphics by CGC the contractor will produce a sample of each envelope for approval to the Project Authority prior to final print and delivery.

Envelope design and manufacturing must not affect the graphics that are required on the front, back and inside of the envelope.

The envelopes will hold at minimum a 600 gram to a maximum of 1,000 grams of collected grain samples ranging in size from 1mm to 15mm.

Manufacturing and material of the grain envelopes must ensure no grain exits the envelope during transport and handling. This includes protecting the contents from exposure and damage by CPC processing in manual and mechanical mail handling equipment.

As well, must be manufactured from a material that will maintain its integrity during handling, re-sealing multiple time (the contents are poured out, analyzed and returned inside the envelope) and then storing within CGC for up to six (6) months.



## 2. Envelope Specifications

Contractor to provide all equipment, material, software and labour to provide the work of the contract including designing and manufacture envelope, printing, packaging and delivery of envelopes by June 15, 2020 to Canadian Grain Commission, B46-303 Main Street, Winnipeg, Manitoba, R3C 3G8.

### Envelope Dimensions

- 2.1 The outside finished, closed dimensions of the envelope must be 10 3/4 inches in length and 6 1/4 inch in width.
- 2.2 Envelope bottom (width) must be a continuous fold over of the length of the envelope material.
- 2.3 Envelope must have two (2) glued edging seams that run parallel to the length of the envelope and are 1 inch wide. Entire flap/seam area must be glued to the back of the envelope.
- 2.4 Top of envelope must be a continuous flap closure the full width of the envelope and 5 1/2 inches long.
- 2.5 Envelope fold down closure must include a minimum 7/8 inch scoring from the top of the opening/inside of the envelope to protect grain sample from falling out of the envelope.
- 2.6 Fold down flap must have a minimum 3 1/2 inch long full width glued surface with removable backing ensuring a secure seal that will not allow sample to escape envelope during the mailing process when full of grain sample.
- 2.7 Must have a glued surface 4 inches by 1 inch on the back of the envelope, 7/8 inch below the scoring fold, in the middle of the width of the envelope with removable backing to ensure a secure seal after zipper tab has been opened. Fold down flap must be re-sealable, as envelope will be opened multiple times (8+) within a 6 month period.
- 2.8 Must have a tab zipper-style opening 2 1/2 inches on the closure flap from the top of the score line to release the flap for access to contents.

### Envelope Material

- 2.9 Envelopes must be produced from a white laminated paper with tensile strength that is moisture and puncture resistant to protect sample from outside elements but cannot be plastic as this will allow mold to grow on moist samples.
- 2.10 Must be made of a white laminated card stock or equivalent/like material.
- 2.11 Envelope must be strong enough that when envelope is squeezed along the 10 3/4 inch side to open the top of the envelope fully for filling sample, that the sides do not collapse, fall or fold over making it difficult to fill.
- 2.12 Internal envelopes containing samples must maintain integrity with moisture content ranging from 8% to 25%.
- 2.13 External envelope must maintain integrity with humidity ranging from 10% to 70%.
- 2.14 Glue/adhesives must be permanent through operational temperature range of -40° to +40° Celsius for a minimum of six (6) months. Envelopes are mailed through Canada Post from rural communities where they will be placed in an outdoor metal postal boxes.

- 2.15 Envelope seams and closure must withstand mail processing on manual and mechanical mail handling machines and storage for up to six (6) months when envelopes are full.

#### Graphic Design

- 2.16 Must provide required graphic design services for the barcode.
- 2.17 Must provide graphic design changes and updates to CGC provided PDF graphic design of the twenty (20) different types of grain envelopes as required throughout the duration of contract
- 2.18 Must provide to CGC Project Authority, PDF format of all envelopes types for review and approval prior to printing.
- 2.19 Printing must include the Canadian Grain Commission address and commodity information on the front of the grain envelope printed in process black.
- 2.20 Font and printing must be in process black and specified pantone colour as specified in Appendix A and as per PDF graphics provided for each type of envelope on the front and process black on the interior and back envelope.
- 2.21 Borders including the Canadian Grain Commission logo and Canada Watermark (Solid or striped) will be printed in various PMS (Pantone Matching System) colored ink as specified in Appendix A.
- 2.22 Draft and final envelope graphic design must include CPC approved Next Generation Barcode as per Specification 3575 version 10.
- 2.23 Must provide all final version including barcode of all envelope types to CGC in electronic unlocked format that can be altered or changed in the future by 3<sup>rd</sup> party as requested or at the end of contract.

#### Canada Post Corporation (CPC) Barcode

- 2.24 CPC barcode must be printed on the front of each envelope for tracking and billing purposes. The HSP grain envelopes have one barcode (address/account number) requirement with consecutive numbering per envelope type. Pulse Program has three barcode requirements with consecutive numbering per envelope type.
- 2.25 Canada Post artwork including chevrons, numbered box and text must also be printed on the front of each version of envelope.
- 2.26 Graphic design must include and conform to CPC guidelines for "The Next Generation Barcode for Encoding" as per Specification 3575 version 10.
- 2.27 Contractor must be an approved vendor of CPC to print "The Next Generation Barcode for Encoding" as per Specification 3575 version 10.
- 2.28 Contractor must provide electronic copies of each envelope to CPC to obtain final print ready approval of each envelope type barcode.
- 2.29 Contractor will be responsible for dealing directly with CPCC representative to obtain approvals

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for Specification 3575 version 10 requirements.

#### Manufacture of Die

- 2.30 If a die is created in order to manufacture the envelopes the die must remain with the Contractor for the life of the contract including option periods to be used for all deliverables.

#### Pre – Printing

- 2.31 Must provide six (6) hard copy proofs of one envelope type to the CGC Project Authority for approval prior to final print of grain envelopes.

#### Packaging

- 2.32 Packaging must not exceed 500 envelopes per case.
- 2.33 Each envelope must be pre-folded, straight and wrinkle free before delivery.

#### Warranty

- 2.34 Must provide replacement envelopes for any defective envelopes including but not limited to printing errors, unclear print, wrinkled, crooked, lifting, not fully glued seams / folds etc. that effect any printed area or sample packaging and integrity of envelope.
- 2.35 Envelope type for defective envelope replacement must be pre-approved by the Project Authority prior to replacement.
- 2.36 Envelope replacements must be provided within 4 weeks of envelope type approval by the Project Authority.
- 2.37 If agreed to by CGC Project Authority, PSPC Contracting Authority and the Contractor, a monetary credit with reimbursement within 15 business days can be provided to the CGC in lieu of replacement of defective product.

### **3. Specifications and Standards**

- 3.1 The contractor must maintain weekly communication by either telephone or email with Project Authority to inform progress and to discuss status of requirement. Any issues or delays of the contract schedule per 5.2 must be communicated within 48 hours to Project Authority.
- 3.2 Each phase of the twenty (20) types of grain envelope development and manufacturing must be communicated to and approved by the Project Authority including CPC barcode approval prior to any printing being completed. Any printing of work not preapproved will not be accepted.
- 3.3 Grain envelopes must be received in full quantity ordered, without defect (including but not limited to printing errors, unclear print, defective seams/folds that effect any printed area or sample packaging and integrity).
- 3.4 All communication and direction pertaining to the contract will be in English, printed envelopes will be in both French and English.

#### 4. Additional Information

##### 4.1 Authorities

Project Authority: TBA

##### 4.2 Canada's Obligations

CGC will:

- provide any required changes to envelope graphics
- provide Canada Post Corporation contact for barcode requirements
- provide approved CGC logo and Canada watermark for envelope
- provide approval of envelopes within 2 business days both graphics and hard copy samples
- provide other assistance or support as required and available

#### 5. Project Schedule

##### 5.1 Expected Start and Completion Dates

The services of the Contractor will be required from contract award to April 30, 2021 with delivery of the envelope quantities from Appendix A on or before June 15, 2020.

Option to extend the contract for three (3), one (1) year option periods for additional goods, services or both as described in Annex A under the same conditions and prices as per Annex B.

##### 5.2 Schedule and Estimated Level of Effort (Work Breakdown Structure)

Item	Description	Anticipated Date (TBD upon contract award)
1	Start up meeting	April 17, 2020
2	CGC to provide: <ul style="list-style-type: none"><li>• PDF format graphic design of the twenty (20) types of grain envelopes</li><li>• Copy of full version 10, CPC Specification 3575 for creation of barcode and shipping labels</li><li>• Hard copy of grain envelope</li></ul>	April 17, 2020
3	Contractor to have CPC final approval for printing of barcode and shipping label of each envelope type and provide written confirmation to Project Authority.	Mandatory within 5 business days from start up meeting.
4	Contractor to provide PDF of grain envelopes with CP approved barcode and shipping label to Project Authority for approval.	April 27, 2020
5	CGC to provide approval of grain envelopes graphics.	April 29, 2020
6	Delivery of six (6) hard copy grain envelopes of one type from Appendix A	May 12, 2020
7	CGC to provide final approval of grain envelopes hard copies.	May 14, 2020
8	Delivery of envelope quantities as per Appendix A	Mandatory on or before June 15, 2020

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## **6.0 Applicable Documents**

Appendix A – Envelope Types and Quantities 2020  
Appendix B – Optional Goods - Grain Envelope Quantities (For Financial Bid Only)  
Appendix C – Graphic Design Harvest Sample Grain Envelope - Front, Back and Inside  
Appendix D - Canada Post Approval Process - Specification 3575

## **7.0 Request Envelope Sample**

Upon request, three (3) samples of the current envelope used by CGC can be sent to the Bidder. The request must be made a minimum of 10 days prior to solicitation close.

Bidders are responsible for arranging paid shipping method for delivery of envelopes to their facility

To request a sample please contact the Contract Authority and provide the following information:

1. Contact name, address and phone number for delivery
2. Courier Name or Prepaid, Addressed envelope for Canada Post
3. Courier Account Number or Completed Courier Shipping Label

**Appendix A**  
**Envelope Types and Quantities 2020**

**TABLE 1**  
**Harvest Sample Program**

#	Commodity	Print Color	Print on back	Border	Quantity 2020	
					Cases	Envelopes
1	Lentils	Pantone Green #350	Yes	Stripe	5	2,500
2	Peas	Pantone Purple #259	Yes	Stripe	7	3,500
3	Beans (West)	PMS 201	Yes	Stripe	1	500
4	Chickpeas	Pantone Orange #21	Yes	Stripe	1	500
5	Canola (West)	Pantone Green #329	Yes	Solid	21	10,500
6	Flax	Pantone Purple #259	Yes	Solid	4	2,000
7	Mustard	Plain	Yes	None	3	1,500
8	Soybeans (West)	Pantone Green #350	Yes	Solid	4	2,000
9	Red Spring	Pantone Red #032	Yes	Solid	40	20,000
10	Amber Durum	Pantone Orange #21	Yes	Solid	10	5,000
11	Wheat Minor Classes (West)	Black	Yes	Stripe	5	2,500
12	Generic (West)	Pantone Process Blue	Yes	Solid	24	12,000
13	Beans (East)	PMS 201	No	Stripe	1	500
14	Canola (East)	Pantone Green #329	Yes	Solid	3	1,500
15	Soybeans (East)	Pantone Green #350	Yes	Solid	7	3,500
16	Wheat Minor Classes (East)	Plain Black	Yes	Solid	5	2,500
17	Generic (East)	Pantone Process Blue	Yes	Solid	5	2,500
SUB-TOTAL					73,000	

**TABLE 2**  
**Pulse Program**

Item	Commodity	Print Color	Print on back	Border	Quantity 2020	
					Cases	Envelopes
A	Pulse – Montreal	Pantone TBD	Yes	Stripe	1	500
B	Pulse – Thunder Bay	Pantone TBD	Yes	Stripe	1	500
C	Pulse – Winnipeg	Pantone TBD	Yes	Stripe	1	500
SUB-TOTAL					1,500	

**TOTAL ENVELOPES 2020**

SUB-TOTAL TABLE 1 - 73,000	SUB- TOTAL TABLE 2 – 1,500	<b>TOTAL</b>	<b>74,500</b>
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## Appendix B

### Optional Goods - Grain Envelope Quantities

\*\*\*Estimated quantities only for the purposes of creating a Financial Bid for Evaluation\*\*\*

**TABLE 1**  
**Grain Envelope Types and Quantities**

#	Commodity	Print Color	Print On Back	Border	Option Year		
					Estimated Quantity 2021 (a)	Estimated Quantity 2022 (b)	Estimated Quantity 2023 (c)
1	Lentils	Pantone Green #350	Yes	Stripe	2,000	2,500	1,500
2	Peas	Pantone Purple #259	Yes	Stripe	2,500	3,500	3,500
3	Beans (West)	PMS 201	Yes	Stripe	500	500	1,000
4	Chickpeas	Pantone Orange #21	Yes	Stripe	500	500	1,000
5	Canola (West)	Pantone Green #329	Yes	Solid	7,500	10,500	8,500
6	Flax	Pantone Purple #259	Yes	Solid	1,500	2,000	2,000
7	Mustard	Plain	Yes	None	100	1,500	1,500
8	Soybeans (West)	Pantone Green #350	Yes	Solid	3,500	2,000	2,000
9	Red Spring	Pantone Red #032	Yes	Solid	19,000	20,000	15,000
10	Amber Durum	Pantone Orange #21	Yes	Solid	5,500	6,000	5,000
11	Wheat Minor Classes (West)	Black	Yes	Stripe	3,500	2,500	2,500
12	Generic (West)	Pantone Process Blue	Yes	Solid	600	12,000	12,000
13	Beans (East)	PMS 201	No	Stripe	0	500	1,000
14	Canola (East)	Pantone Green #329	Yes	Solid	0	1,500	1,500
15	Soybeans (East)	Pantone Green #350	Yes	Solid	0	3,500	3,500
16	Wheat Minor Classes (East)	Plain Black	Yes	Solid	0	2,500	2,500
17	Generic (East)	Pantone Process Blue	Yes	Solid	0	2,500	500
A	Pulse – Montreal	Pantone TBD	Yes	Stripe	0	1,000	0
B	Pulse – Thunder Bay	Pantone TBD	Yes	Stripe	0	1,000	0
C	Pulse – Winnipeg	Pantone TBD	Yes	Stripe	0	1,000	0
<b>TOTAL</b>					<b>46,700</b>	<b>77,000</b>	<b>64,500</b>

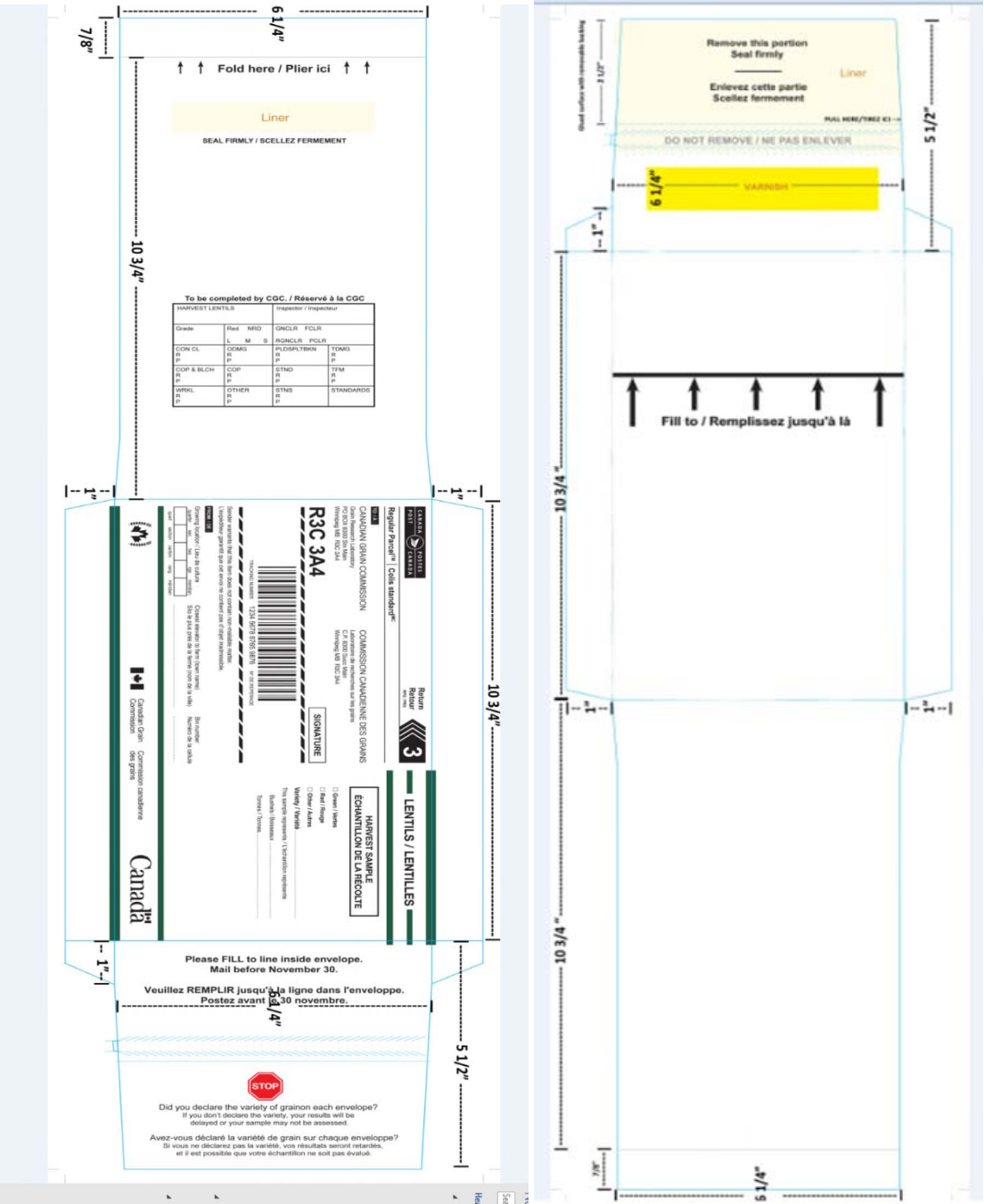
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Appendix C  
Graphic Design Harvest Sample Grain Envelope

Front, Back and Inside





## Appendix D

### Canada Post Approval Process Specification 3575 Version 10

## Canada Post approval process

### Shipping Label Approval

The labels produced by automated shipping systems must meet the minimum requirements as outlined in the specifications document in order to obtain CPC approval. Samples should be mailed to:

Order Acceptance – eLink Program  
Canada Post Corporation  
2701 RIVERSIDE DRIVE  
SUITE N0440  
OTTAWA ON K1A 0B1

### Approval requirements:

- Ensure bar code meets scanning requirement on all labels supplied. Please note, scanning requirements **must be met** or labels will be returned without further validation.
- Provide physical printed labels (no photocopies, pdf images or faxes for final approval).
- Provide labels based on test cases supplied for each service requesting approval for (i.e. Priority Next A.M., Xpresspost, Expedited Parcel, Regular Parcel). This will also include any delivery options.
- Labels must include unique sequential tracking numbers in order to validate check digit calculation.
- Customer Number must be a valid number with billing privileges (used in the indicia and tracking barcode).
- Labels provided for evaluation should be printed using the printer that will be used in the production environment.
- If using window envelopes, provide samples of envelopes with inserts in accordance with the above stipulations.

### Canada Post Responsibilities

- Provide development support (phone, email, conference calls) to review or clarify specification documents.
- Acknowledgement of receipt and scanning requirements via email. If scan levels are not met of a grade B or better, the labels will be returned without further validation.
- Perform detailed analysis of the bar code content.
  - Provide a Shipping Label Verification report that will outline all of the requirements of the labels with a Pass or Fail grade as well as an explanation of failures.

## Label Approval Notification

Labels received for approval will be provided to the Engineering group at Canada Post for evaluation. We strive to provide evaluation reports within **2 business days** of receipt via email.

Approved labels will remain on file at Canada Post for a period of **1 year**.

Changes must not be made to labels once approval has been granted. Prior to incorporating any additional services and/or options, the customer is required to submit the new label for approval process as described in this Agreement.

Tracking numbers must not be re-used for a period of **365 days**.

Canada Post will communicate mandatory changes to the specification 90 days in advance of implementation.

## Review and Monitoring

In order to ensure that the proper labels have been successfully moved into production, CPC will collect actual label samples from the customer site on the first day of shipping (this can be via photocopy, fax or PDF). Samples will be validated.

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## Barcode and Printing requirements

### Barcode Symbology

The barcode symbology is USS Code 128.

### Barcode Dimensions

#### SUBSET C FEATURE OF CODE 128

To optimize the length of the barcode for printing use the Subset C feature of Code 128 to automatically 'compress' the long strings of numerical characters.

Some printers and barcode fonts require the user to pass encoded information to the application. The actual values are specific for each printer or font. A general illustration is presented below.

The data format before printing is:

Start Code 128 Subset B 1ABC Shift to Subset C 123456789012345678901234 EndCode128

The above example explained is:

Start Subset B Character

**Description of Data** – The Service Type character (e.g. 1, 2, 3 or P) plus the three ALPHA characters of the Postal Code (ABC) grouped together instead of normal presentation of A1B 2C3

#### Shift to Subset C

**Description of Data** – Three DIGITS of the postal code plus all the remaining numeric data (total of 24 digits).

When utilizing the Subset C feature of Code 128, each 'pair of digits' is automatically compressed to a single digit when printed in the barcode.

End Character (Automatically added by Code 128)

## X Dimensions

### Barcode Length

The minimum allowable X dimension (width of the narrow bar/space in Code 128) is 0.376 mm (0.0148 inches).

The length of the barcode is a function of the resolution and related X dimension. The range of lengths suitable for shipping labels is noted in the Table below:

**Barcode Dimensions**

Printer Resolution		X Dimension		Barcode Length		Quiet Zone (2 required)		Overall Length (Barcode + 2 x Quiet Zone)		Bar Height	
Dots Per MM	Dots Per Inch	MM	Inches	MM	Inches	MM	Inches	MM	Inches	MM	Inches
5.9	150	0.508	0.0200	112.78	4.44	6.4	0.25	125.48	4.94	25.4	1.0
8.0	203	0.376	0.0148	83.45	3.29	6.4	0.25	96.15	3.79	25.4	1.0
11.8	300*	0.424	0.0167	94.17	3.71	6.4	0.25	106.87*	4.21*	25.4	1.0
12.0	304*	0.417	0.0164	92.48	3.64	6.4	0.25	105.18*	4.14*	25.4	1.0
15.7	400	0.381	0.0150	84.58	3.33	6.4	0.25	97.3	3.83	25.4	1.0
23.6	600	0.381	0.0150	84.58	3.33	6.4	0.25	97.3	3.83	25.4	1.0

\* Note: The required X mils dimension is 14.8 mils, however, 300 and 304 Dots per Inch printers cannot meet this requirement. For plain paper labels (8.5x11 inches), using a 12 Dot per MM (300 / 304 Dots per Inch) printer is possible because there is enough space on the label for a 16.4 or 16.7 mils 28-character barcode including the lead and trail quiet zones, plus tolerances (wider than 4 inches). In that case, the minimum recommended label width would be 113.7 mm (4.46 inches).

For 4x6 labels, 300 and 304 Dots per Inch printers cannot be used because the barcode and quiet zones would not fit a 4 inches wide label (as shown on above table). In that case, only a 14.8 mils barcode is acceptable.

## Human Readable Text

Only a portion of the Human Readable Text (HRT) is printed on the label as specified below.

### Tracking Number

16 Digit Tracking Number printed above the barcode. The tracking number is to be printed spaced out in groups of four as illustrated below and left justified to the edge of the barcode:

**1234 1234 1234 1234**

The minimum character height is 3 mm (font size is 12 point).

### Postal Code

The Postal Code is printed on the same line as the tracking number, right hand justified to the edge of the barcode. The data is to be printed as illustrated below with the postal code presented in the standard format and spacing:

**B3H 3G2**



## Barcode Tolerances

The dimensional tolerances for the barcode length are as specified in USS Code 128.

## Barcode Height

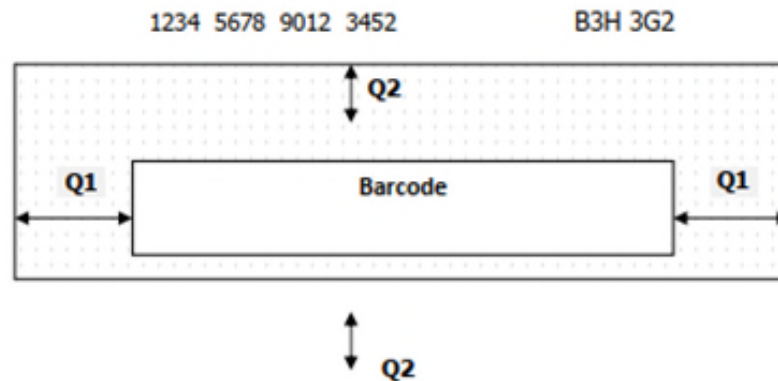
The minimum required height of the barcode is 20. mm (0.75") although 25.4 mm (1") is preferred.

## Quiet Zones

The lead and trail quiet zones are 6.35 mm (0.25 inches) each.

The quiet zones above and below the barcode are 3 mm (0.12 inches) each

### Quiet Zone for 28 Character Barcode



*Not to Scale*

Q1 = 6.35 mm (0.25 inches)

Q2 = 3.0 mm (0.12 inches)

## Barcode Print Quality

The minimum barcode print quality is Grade B as specified by ANSI X3.182 Barcode Print Quality. This includes appropriate quiet zones for the barcode (lead, trail, above and below)

## APPENDIX A: MOD 10 CHECK DIGIT CALCULATION FOR TRACKING NUMBER

Calculation:

The Tracking Number for this example is 1 2 3 4 5 6 7 1 2 3 4 5 6 7 8 (4). Note: the last digit "4" is the MOD 10 check digit.

Calculation:

- Record the Tracking Number without the check digit, i.e.  
1 2 3 4 5 6 7 1 2 3 4 5 6 7 8
- Multiply digits in the ODD position (1st, 3rd, 5th, etc digits) by 3 and the digits in the EVEN position (2nd, 4th, 6th etc digits) by 1
- Multiply each number individually by the weight below.  
1 2 3 4 5 6 7 1 2 3 4 5 6 7 8  
3 1 3 1 3 1 3 1 3 1 3 1 3 1 3  
 $3 + 2 + 9 + 4 + 15 + 6 + 21 + 1 + 6 + 3 + 12 + 5 + 18 + 7 + 24 = 136$
- Sum the digits of the result. i.e: Sum of digits = 136
- Divide the sum by 10 ( i.e.  $136/10 = 13.6$ )
- Subtract the remainder from 10 (i.e.  $10 - 6 = 4$ )
- Therefore the check digit = 4  
(Note: If the remainder is 0 the check digit is 0)

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## ANNEX "B"

### BASIS OF PAYMENT

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified below. Applicable taxes are extra, if applicable, and to be shown as a separate item on any resulting invoice.

Prices below are firm unit prices, including freight and off-loading charges, FOB destination.

#### 1. FIRM REQUIREMENT

**Delivery FOB destination: Mandatory on or before June 15, 2020.**

**Delivery Address:** Canadian Grain Commission,  
B46-303 Main Street, Winnipeg, Manitoba, R3C 3G8 Canada

**Period of Contract: from contract award to April 30, 2021**

**Table A**

ITEM	DESCRIPTION	QUANTITY	FIRM UNIT PRICE	EXTENDED PRICE
1	<b>Fixed startup costs for manufacturing Die</b> (if required) - in accordance with Annex A Statement of Work – all-inclusive rate for entire contract including option periods.	1	\$_____ lot	\$ _____
2	<b>Harvest Grain Envelopes</b> – in accordance with Annex A Statement of Work, including freight and off-loading charges.	74,500	\$_____ each	\$ _____
<b>TOTAL PRICE (Year One)</b>				<b>\$ _____</b>

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### Harvest Sample and Pulse Grain Envelope Types

#	Commodity	Print Color	Print on back	Border	Quantity 2020	
					Cases	Envelopes
Harvest Sample Program						
1	Lentils	Pantone Green #350	Yes	Stripe	5	2,500
2	Peas	Pantone Purple #259	Yes	Stripe	7	3,500
3	Beans (West)	PMS 201	Yes	Stripe	1	500
4	Chickpeas	Pantone Orange #21	Yes	Stripe	1	500
5	Canola (West)	Pantone Green #329	Yes	Solid	21	10,500
6	Flax	Pantone Purple #259	Yes	Solid	4	2,000
7	Mustard	Plain	Yes	None	3	1,500
8	Soybeans (West)	Pantone Green #350	Yes	Solid	4	2,000
9	Red Spring	Pantone Red #032	Yes	Solid	40	20,000
10	Amber Durum	Pantone Orange #21	Yes	Solid	10	5,000
11	Wheat Minor Classes (West)	Black	Yes	Stripe	5	2,500
12	Generic (West)	Pantone Process Blue	Yes	Solid	24	12,000
13	Beans (East)	PMS 201	No	Stripe	1	500
14	Canola (East)	Pantone Green #329	Yes	Solid	3	1,500
15	Soybeans (East)	Pantone Green #350	Yes	Solid	7	3,500
16	Wheat Minor Classes (East)	Plain Black	Yes	Solid	5	2,500
17	Generic (East)	Pantone Process Blue	Yes	Solid	5	2,500
Pulse Program						
A	Pulse – Montreal	Pantone TBD	Yes	Stripe	1	500
B	Pulse – Thunder Bay	Pantone TBD	Yes	Stripe	1	500
C	Pulse – Winnipeg	Pantone TBD	Yes	Stripe	1	500
Quantity					Total	
					146	74,500



## 2. OPTIONAL GOODS

The Contractor grants to Canada the irrevocable option to acquire the goods described at Annex A Requirement of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

### **Table B – Optional Goods:**

The bidder must provide pricing for all line items indicated in the optional goods chart below. Failure to submit firm pricing will render a bid as non-compliant.

### **Envelopes**

Order quantities of the grain envelopes are subject to change according to requirements for a particular crop year.

Prices below are firm unit prices, including freight and off-loading charges, FOB destination.

**Delivery Address:** Canadian Grain Commission,  
B46-303 Main Street, Winnipeg, Manitoba, R3C 3G8 Canada

OPTIONAL GOODS PRICING CHART					
ITEM	MIN. NO. OF ENVELOPES ORDERED PER RUN	FIRM UNIT PRICE PER ENVELOPE			
		CONTRACT YEAR 1	OPTION YEARS		
		From contract award to April 30, 2021 Additional Quantities	YEAR 1 May 1, 2021 to April 30, 2022 (a)	YEAR 2 May 1, 2022 to April 30, 2023 (b)	YEAR 3 May 1, 2023 to April 30, 2024 (c)
1	15,000 to 24,999	\$	\$	\$	\$
2	25,000 to 34,999	\$	\$	\$	\$
3	35,000 to 44,999	\$	\$	\$	\$
4	45,000 to 54,999	\$	\$	\$	\$
5	55,000 to 64,999	\$	\$	\$	\$
6	65,000 +	\$	\$	\$	\$

## ANNEX "C"

### EVALUATION CRITERIA

#### Part I Mandatory Technical Evaluation Criteria

In their proposals, bidders must demonstrate they meet the following mandatory criteria. Failure to meet any of the mandatory criteria will render the bid non-compliant and it will be given no further consideration.

Supporting documentation must be included to demonstrate compliance to the mandatory technical criteria.

If the supporting documentation is not provided at bid closing, the Contracting Authority will notify the Bidder that they must provide supporting documentation within two (2) business days following notification. Failure to comply with the request of the Contracting Authority within that time period, will deem the bid non-responsive and the bid will be given no further consideration.

Item	Description	Criteria	Met	Not Met
T1.	<b>Understanding of Requirement</b>	Bidder must demonstrate an understanding of the requirement and explain how they will perform the work of the contract to meet all requirements of the Statement of Work.  Including but not limited to details of: <ul style="list-style-type: none"><li>• Available resources and propose work plan for graphic design and barcode creation.</li><li>• Equipment available and describe process for manufacturing of envelopes including seam sealing process and adhesives/glue used.</li><li>• Equipment available and describe process for printing of envelopes</li><li>• Availability of all material required to manufacture the envelope.</li></ul>		
T2	<b>Experience and Capacity</b>	Bidder must provide example(s) of previous envelope manufacturing project(s) within the last five (5) years that demonstrates at minimum two (2) of the following: <ul style="list-style-type: none"><li>• zipper tab opening;</li><li>• re-sealable surfaces;</li><li>• peel and stick adhesives surfaces;</li><li>• printing on front, back and inside of envelopes.</li></ul>		
T3	<b>Client Satisfaction</b>	Bidder must provide a brief project summary maximum two pages of two (2) successful projects and references for each project.		

		<p>Within each project summary provided, the Bidder should indicate:</p> <ul style="list-style-type: none"> <li>• The name or identification of each project;</li> <li>• The Bidder's responsibility in each project;</li> <li>• A brief description of the services provided;</li> <li>• The dates and/or duration of the project;</li> <li>• The name, telephone number and email address of the client for whom the Bidder provided the services. Each reference will be asked the following questions:</li> </ul> <p>1) Were they satisfied with the quality of work?, and;</p> <p>2) Were timelines respected and met?</p> <p>If more than two (2) pages are submitted, only the first two page will be evaluated.  If more than two (2) project summaries are provided, only the first two in the order they are presented in the bid will be evaluated.  In relation to the references, the bidder will be deemed noncompliant ("does not meet") for this criterion, if one of the two questions asked are answered negatively ("no") by both of the provided references. Please note, the references do not need to provide a negative response on the same question for the bidder to be deemed noncompliant.</p>		
<b>T4</b>	<b>Contingency Plan</b>	<p>Bidder must provide contingency plan to ensure that all scheduled tasks are completed on time as per 5.2 of Statement of Work.</p> <p>Bidder must identify potential risks and provide details as to how each risk will be mitigated to ensure all timelines and deliverables are met as per the Statement of Work.</p> <p>Examples including but not limited to resources to perform the work; material shortages or back orders; equipment breakdowns; plant shutdown; etc.</p>		
<b>T5</b>	<b>Quality Assurance</b>	<p>Bidder must provide quality assurance practices in detail describing how they will ensure quality and full quantities are delivered without defect by the required delivery date.</p> <p>Defects including but not limited to seams lifting, non-straight folds, shifted printing, graphic/printing flaws (fading, bleeds, etc),</p>		

		<p>Bidder must provide detail on how shortages and defects will be managed and corrected.</p> <p>Bidder should provide best delivery timelines for replacement of defective product from date of notification with envelope type and required quantities identified for replacement:</p>		
<b>T6</b>	<b>Canada Post Corporation (CPC) Barcode Printing and Approval</b>	<p>Bidder must provide "Letter of Approval" from CPC stating that they are approved to print the next generation barcode for encoding as per requirements of Specification 3575 version 10.</p> <p>CPC contact for approval:  <a href="mailto:cenauto@canadapost.ca">cenauto@canadapost.ca</a></p>		
<b>T7</b>	<b>Encoded Barcode Experience</b>	<p>Bidder must provide detail of previous experience obtained within the last five (5) years in development, creation and printing of encoded barcode for at minimum one (1) like project(s) that they have completed.</p> <p>Bidder should provide the following information for this experience criteria:</p> <ul style="list-style-type: none"> <li>• The name or identification of each project;</li> <li>• The Bidder's responsibility in each project;</li> <li>• A brief description of the services provided in development and creation;</li> <li>• The dates and/or duration of the project.</li> </ul>		
<b>T8</b>	<b>Material</b>	<p>Bidder must provide details of envelope material to be used and describe how proposed material meets the specifications 2.9 to 2.15 as per the Statement of Work.</p>		
<b>T9</b>	<b>Material Testing</b>	<p>Bidder must provide minimum one (1) sample to a maximum of three (3) samples, of different material to be used in the manufacturing of the grain envelopes as per the Statement of Work Annex A with bid for evaluation as per Annex C. Each sample must be at minimum 8 1/2 x 14 inches for testing.</p> <p>Sample(s) will be tested as per Annex C Part II to ensure strength, durability, integrity and moisture resistance as per Annex A specifications 2.9 to 2.15.</p> <p>If more than three (3) samples are submitted, only the first three will be evaluated.  If more than three (3) samples are provided, only the first three in the order they are presented in the bid will be evaluated.</p>		

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5K003-192060/A  
Client Ref. No. - N° de réf. du client  
5K003-192060

Amd. No. - N° de la modif.  
File No. - N° du dossier  
CAL-9-42134

Buyer ID - Id de l'acheteur  
CAL142  
CCC No./N° CCC - FMS No./N° VME

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In order for a bid to be deemed compliant all evaluated criteria must:

1. Meet all Mandatory Technical Evaluation Criteria of Part I; and
2. At minimum, one (1) sample material submitted must Pass all Part II Mandatory Sample Material Evaluation Criteria.

Confirm commitment to meet all tasks and deliverables as per Annex A – Statement of Work, Section 5.2 Schedule and Estimated Level of Effort (Work Breakdown Structure).

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name and Title**

## Part II

### Mandatory Sample Material Evaluation

1. Bidder to supply no more than three (3) different sample options of envelope material for testing. If more than 3 samples are provided, only the first three samples will be tested.
2. Each sample of envelope material must be minimum 8 ½ by 14 inches.
3. Envelope material will be cut and folded into a mock envelope with the material provide as per drawing in Appendix C. Seams will be folded and secured with scotch tape to secure seams on back of envelope. Flap closure will be secured and taped to back of envelope with scotch tape.
4. A grain sample of 200 grams (with a moisture content between 14-18%) will be placed in the mock envelopes.
5. The mock envelope containing the grain sample will be:
  - a) squeezed by hand 10 times to test for punture resistance.
  - b) opened, emptied and refilled 8 times to test durability
  - c) be placed on a table with another envelope dropped on it 5 times from a height of 10 inches
  - d) and inspected for deterioration/breakdown of paper and/or seams
6. Mock envelope with sample inside will be placed into a Ziploc bag (to replicate 6 month storage) for 2 days to test the paper intergrity effected by moisture.
7. Repeat testing as per item 5.

#### Sample Material Evaluation Criteria:

The samples will be assessed against the following mandatory criteria. Failure to meet any of the mandatory criteria will render the bid non-compliant and it will be given no further consideration.

Item	Mandatory Criteria	Met (Pass)	Not Met (Fail)
S1	Bidder must supply a minimum of 1 sample.		
S2	Sample envelope material(s) must be a minimum of 8 ½ by 14 inches.		
S3	<u>Pass criteria:</u> after testing, the envelope displays the following pass characteristics: the envelope maintains its integrity; and the envelope shows little to no wear.		
S4	<u>Fail criteria:</u> after testing, the envelope <u>does not</u> displays any of the following fail characteristics: Paper material punctures; Seams or corners are split; and Paper shows signs of deterioration – for example: thinning, lifting, flaking, and tearing.		

### Part III Financial Evaluation

The quantities stated in *Annex B- Basis of Payment, Item 1. Firm Requirement* are firm and will be used to determine the extended price for contract year 1.

For option years 1, 2 and 3, the estimated quantities from *Annex A - Statement of Work, Appendix B* are used for evaluation purposes only and do not guarantee any future order quantities. The firm unit price per envelope indicated in *Annex B – Basis of Payment, Table B - Optional Goods* for the specific estimated quantity will be used to determine the extended total.

The following Financial Evaluation Formula will be used to determine the Total Evaluated Bid Price:

#### Financial Evaluation formula:

Description	Extended total
<b>Contract Year 1: Table A – Manufactured Die + Envelopes</b>	
<b>Annex B, total envelopes 74,500 x firm unit price per envelope</b> <b>_____ + Fixed startup costs for manufacturing Die (if required)</b> <b>_____ = _____.</b>	\$ _____
<b>Option Year 1: Envelopes</b>	
<b>Annex A, Appendix B, Table 1 column (a) total envelopes 46,700</b> <b>(estimated) x firm unit price per envelope Annex B, Table B Optional</b> <b>Goods (item 4) _____ = _____.</b>	\$ _____
<b>Option Year 2: Envelopes</b>	
<b>Annex A, Appendix B, Table 1 column (b) total envelopes 77,000</b> <b>(estimated) x firm unit price per envelope Annex B, Table B Optional</b> <b>Goods (item 6) _____ = _____.</b>	\$ _____
<b>Option Year 3: Envelopes</b>	
<b>Annex A, Appendix B, Table 1 column (c) total envelopes 64,500</b> <b>(estimated) x firm unit price per envelope Annex B, Table B Optional</b> <b>Goods (item 5) _____ = _____.</b>	\$ _____
<b>Total Evaluated Bid Price</b> <b>(Contract Year 1 + Option Year 1 + Option Year 2 + Option Year 3) :</b>	\$ _____

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## **ANNEX "D"**

### **ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts any of the following Electronic Payment Instrument(s):

- ☐ VISA Acquisition Card;
- ☐ MasterCard Acquisition Card;
- ☐ Direct Deposit (Domestic and International);
- ☐ Electronic Data Interchange (EDI);